

Architectural Assistantship Department
Session 2024-25 (2nd Semester)

Subject: Fundamentals of IT

Load: Theory -02, Practical- 04

Week	Theory	
	Lecture Day	Topic (including assignment / test)
	Unit -1 Basics of Computer	
1st	1st	Brief history of development of computers, Definition of Computer, Block diagram of a Computer, Hardware, Software, Booting: Cold and Hot Booting,
	2nd	Interaction between the CPU and Memory with Input/output devices, Function of CPU and major functional parts of CPU., CPU speed and CPU word length
2nd	3rd	Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory, Use of storage devices in a Computer, List types of memory used in a Computer, Importance of cache memory,
	Unit -2 Basic Internet Skills	
	4th	Understanding browser, Introduction to WWW, efficient use of search engines, awareness about Digital India portals (state and national portals) and college portals.
3rd	5th	Advantages of Email, Various email service providers, Creation of email id, sending and receiving emails,
	6th	Creation of email id, sending and receiving emails, attaching documents with email and drive.
4th	7th	Effective use of Gmail, G-Drive, Google Calendar, Google Sites,
	8th	Google Sheets, Online mode of communication using Google Meet & WebEx.
5th	9th	Ist Sessional Week
	10th	
		Unit -3 Basic Logic building
6th	11th	Steps involved in algorithm development, differentiate algorithm and flowchart, symbols used in flowcharts,
	12th	algorithms for simple problems, flowcharts for simple ,problems, , Practice logic building using flowchart/algorithms
		Unit -4 Office Tools
7th	13th	Office Tools like Libre Office/Open Office/MsOffice.,Open Office Writer – Typesetting Text and Basic Formatting, Inserting Images, Hyperlinks, Bookmarks, Tables and Table Properties in Writer
	14th	Introducing Libre Office/Open Office Calc, Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics.
8th	15th	Open Office Impress – Creating and Viewing Presentations, Inserting Pictures and Tables,
	16th	Slide Master and Slide Design, Custom Animation.
9th	17th	IInd SESSIONAL WEEK
	18th	
		Unit -5 Use of social media
10th	19th	Introduction to Digital Marketing – Why Digital Marketing,
	20th	Characteristics of Digital Marketing,
11th	21st	Tools for Digital Marketing, , Effective use of Social Media like LinkedIn,
	22nd	Google+, Facebook, Twitter, etc.: Features of Social media, .

12th	23rd	Advantages and Disadvantages of Social Media.
	24th	Assignments on full syllabus MCQ's & VSA & Long Q/Ans
13th	25th	Revision of UNIT -I,II,III
	26th	Revision of UNIT -IV,V
14th	27th	IIIrd SESSIONAL WEEK
	28th	
15th	29th	Revision of full syllabus as per previous question paper
	30th	Revision of full syllabus as per previous question paper

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